

FINAL



WEARE BOARD OF SELECTMEN
MEETING MINUTES
September 14, 2009

PRESENT: TOM CLOW, CHAIRMAN; RICHARD W. BUTT, VICE CHAIRMAN; DONNA OSBORNE, SELECTMAN; JAMES DONISON, SELECTMAN; KEITH R. LACASSE, SELECTMAN (entered at 7:48 p.m.)

RECORDING SECRETARY: Cherry Palmisano

GUESTS: George Malette, Neal Kurk, Chuck Metcalf, Joe Fiala, Gene Propper, Sherry Burdick, Heleen Kurk

7:00 p.m. Chairman Clow called the meeting to order.

PUBLIC COMMENT – Mr. George Malette said there is a Building Committee meeting next Monday and he hopes there will be a quorum; there has not been for at least 4 months. He said the BOS has received a letter from the State of NH for the Municipal Energy Program. He would like the Board to review the information. It was an energy audit and would be of no cost to the town. Mr. Malette said he has received a bid for the Town Office Building for weather proofing / blocking air leaks and the insulation work in the attic.

Mr. Neal Kurk said that the Board of Selectman have three factors to consider when preparing the town budget: there is a new Town Administrator, loss of significant revenue from the state and many people in town losing their jobs or their salary being cut back due to the recession. This year will be harder than usual to get the budget passed. Mr. Kurk feels the Board needs to encourage the Supervisors to appoint a Town Moderator who in turn will appoint a Finance Committee or the BOS can appoint an ad hoc committee for this year only and use them as a sounding body. Mr. Kurk feels their second step would be to establish their budget and time tables. The BOS would instruct the Town Administrator and the department heads to produce their budgets. The Town Administrator would present the budget to the BOS and then to the Finance Committee. Mr. Kurk feels this process will bring towns people and the Selectman together. Mr. Kurk feels this process would make it more likely for everyone to support and not end up with a default budget.

PARC Discussion of Irrigation – Mr. Chuck Metcalf said when the donated concession stand/storage building was built at Bolton Field the grass area was extended. PARC would like to extend the sprinkler heads and they received a quote for \$1,500 to extend each of the eleven runs so that the whole area would be covered. Mr. Metcalf said bids were requested from three companies, but only the company that installed the equipment responded. There is currently \$6,284.00 in the Recreational Improvement Fund.

Vice Chairman Butt moved, Selectman Donison seconded to approve the expenditure of \$1,500 to extend the irrigation at Bolton Field with the money to come out of the Recreational Field Development Fund. Passed 4-0-0

PARC Discussion of Skateboard Park with Chuck Metcalf – Mr. Chuck Metcalf said that PARC discussed at their last meeting, they would prefer the skateboard park stay under control of the school. Mr. Metcalf said the old park that was in the center of town was much closer to town property than school property; this one is in the middle of the school property. He has already received complaints from parents and the WMS principal because of kids utilizing the park at inappropriate times and smoking. Mr. Metcalf said if it was under school control they could control the rules and take corrective action. Chairman Clow said it is under PARC until a change is made, because it was never a school project even though the land changed the lease has not. Mr.

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Metcalf said it was his understanding that the lease was no longer in effect because it was for the land it used to sit on. Vice Chairman Butt said it is a town park, it is recreation, and feels PARC should still be maintaining the park. Chairman Clow said there has not been a new document signed, and he is under the assumption the old lease is in place. If the park is not to be used during school hours, there should be a sign put up. Vice Chairman Butt is concerned with the condition of the equipment.

Mr. Joe Fiala, representing the skateboard committee, said the skateboard park has seen a lot more action than they thought it would and the top layer is not holding up due to heavy use. Mr. Fiala said they are going to take off the top layer and replace it with steel. Vice Chairman Butt said that whatever they are going to do needs to be reviewed by the Code Enforcement Officer. Vice Chairman Butt said the Code Enforcement Officer said the equipment is unsafe at this time. Mr. Fiala would like to see Police Officers go by the skateboard park and introduce themselves to the kids at the park. Mr. Fiala said if they want to have the park closed during school hours, the principal should be able to tell them they are not allowed during school hours. Chairman Clow asked about the material being steel and asked if it provides enough grip. Mr. Fiala said there is a paint that is used specifically on the steel. Chairman Clow asked about edges. Mr. Fiala said there are no exposed sharp edges.

Selectman Osborne spoke with Primex and they discussed having an agreement with the school and the town stating who would be responsible for paint, graffiti and trash. There will be an annual inspection by Primex.

Selectman Donison asked about the park on Quaker Street. It was discussed that the park has not been moved yet. Selectman Donison would like to see the equipment moved without damaging the asphalt.

Mr. Fiala said they will be doing the repairs at the skateboard park on September 24 and 25.

Chairman Clow said they have to meet with the School Board before making any further decisions.

MANIFESTS

Chairman Clow moved, Selectman Osborne seconded, to authorize the Board of Selectmen to sign Manifest and order the Treasurer (Deputy) to sign checks dated September 17, 2009. Passed 4-0-0

Accounts payable	\$23,524.97	
Gross Payrolls	<u>\$51,531.30</u>	(Includes Special Detail, Taxes, Credit Union)
Total	\$75,056.27	

Selectman Donison commented on the police overtime and stated that one officer had a total of 121 hours in the week. It was discussed Chief Begin could not attend tonight's meeting. Selectman Osborne asked how many times they need to hold this discussion. Vice Chairman Butt said they still need to balance the cost of services and whether or not they need to cut services. It was discussed that when a new Police Officer is hired the officer has to go to the Academy. Selectman Osborne said they were given a schedule showing the overtime issue would be taken care of. Vice Chairman Butt said it has been to some point. Selectman Osborne said they need to come out and say if the budget is over then a shift does not run. Chairman Clow said there are two issues, budgetary issues and individuals putting in too much time for their safety and the safety of townspeople. Chairman Clow said the issue of controlling hours gets into contractual issues. Vice Chairman Butt said this does effect other departments. The Board decided to have Chief Begin come before them on October 5th.

Selectman Lacasse entered the meeting at 7:48 p.m.

DISCUSSION OF 250TH CELEBRATION COMMITTEE – Chairman Clow said they need to determine who is going to make up the committee. Selectman Osborne asked if this committee could be treated like the Patriotic Celebration. Vice Chairman Butt said they need to use this opportunity to pull different groups together for a celebration that could possibly last a month. Vice Chairman Butt said he does not think the Selectmen should get directly involved. Vice Chairman Butt said Heleen Kurk stated that the BOS should make appointments. Mrs. Heleen Kurk said she never said the BOS should make appointments. Vice Chairman Butt said they should be putting together a Steering Committee to get other groups together. Selectman Donison asked if they could ask a few individuals if they are interested in putting together a committee. Mrs. Kurk said

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she is interested in making something happen and being very involved in the 250th celebration. Mrs. Kurk said when Sherry Burdick came to the Board initially she was bringing forth the idea to the Board that something needs to happen. Mrs. Kurk feels the committee would be best to be an independent committee. Their intent would be to contact every organization in town to get their opinions and get a volunteer from their group and brainstorm. Mrs. Kurk feels it will take 6 months to get all that together and develop a mission statement. Chairman Clow also feels it is not a Board of function, but the BOS wants to be informed with what is happening. Mrs. Kurk said they figured it would take a long time to put together and with fundraising being a key element they would need to have a warrant article to establish a fund to place the money into. Mrs. Kurk confirmed that it will be an independent group that can meet when they want, without the need to post their meetings. Chairman Clow said the Board was not asked to take responsibility for the committee but possibly asked to put an article on the warrant for money to be put aside for the next few years towards the celebration.

REVOTE AND SIGN TOWN ADMINISTRATOR'S CONTRACT – Chairman Clow said they have held previous meetings regarding the Town Administrator's contract.

Selectman Donison moved, Selectman Osborne seconded that they enter into a 3 year employment agreement with Naomi Bolton as Town Administrator effective August 7, 2009. Passed 5-0-0

Selectman Lacasse mentioned some previous discussions regarding the salary and the degrading of college degrees. He said a college degree shows that someone took initiative with no guarantees that there is a position waiting for them when they are done. Selectman Lacasse feels the contract is more than fair with salary and education stipend.

Selectman Donison said they received emails regarding the process of selecting Town Administrators and feels Chairman Clow responded appropriately.

Vice Chairman Butt commented that the level of education should not hold Mrs. Bolton back from the position. Vice Chairman Butt said there is a generous stipend in regards to education and feels it will benefit the town and feels Mrs. Bolton will provide the town with stability in the future.

Selectman Osborne has no problems with the contract and feels they made the right decision.

MEETING MINUTES

Chairman Clow moved, Selectmen Osborne seconded to approve the minutes of August 3, 2009 as amended. Passed 3-0-2. Selectman Donison and Selectman Lacasse abstained.

Chairman Clow moved, Selectmen Lacasse seconded to approve the minutes of August 10, 2009 as amended. Passed 5-0-0

Vice Chairman Butt moved, Selectmen Lacasse seconded to approve the minutes of August 17, 2009 as amended. Passed 3-0-2. Selectman Osborne and Chairman Clow abstained.

Selectman Lacasse moved, Vice Chairman Butt seconded to approve the minutes of August 24, 2009 as amended. Passed 4-0-1. Selectman Osborne abstained.

Chairman Clow moved, Selectmen Lacasse seconded to approve the minutes of August 31, 2009 as amended. Passed 3-0-2. Selectman Donison and Selectman Osborne abstained.

Chairman Clow moved, Vice Chairman Butt seconded to approve the minutes of September 4, 2009 as written. Passed 3-0-2. Selectman Lacasse and Selectman Donison abstained.

YEAR-ROUND ACCESS TO BOLTON FIELD – Vice Chairman Butt said this was brought up last year when Andy Fulton had come in to make the request. Since the request a chain linked fence has been put up around the fields. Vice Chairman Butt feels it should be open year round because it would open the area up to the public for hunting, snow shoeing and cross country skiing. The down side of year round access would be the need to plow the road. Mrs. Bolton will discuss the issue with Mr. Carl Knapp.

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Vice Chairman Butt mentioned that it was brought to his attention that the property across from Lanctot's that is utilized by out of town snowmobile users because it connects to the state snowmobiles trail system has been sold. Vice Chairman Butt mentioned the possibility of the snowmobilers utilizing Bolton Field to park. Mrs. Bolton will discuss the issue with Mr. Knapp.

Mrs. Bolton mentioned that the town owns a skate rink and the possibility of setting up the rink at Bolton Field if there was winter access.

ADMINISTRATIVE REPORT – Mrs. Bolton said Northern Business Machines, the company that services the copiers, went through the building with Mrs. T. Connor. They are offering a service program for all their printers which would cost \$366 a month. Mrs. Bolton said to purchase ink and toner individually for 2009 would cost \$461 a month. Mrs. Bolton feels they should continue the way they are until the end of the year and then possibly sign the contract beginning January 2010. Selectman Lacasse asked if they should seek additional proposals for service. Mrs. Bolton thinks they lease the copiers through the company. Vice Chairman Butt would like to know when the leases expire. Mrs. Bolton will gather further information

Mrs. Bolton said there is a large liability with fill being dropped off at private homes. She thinks they should have all material go back to the Highway Garage to get processed and not go to a private home. Mrs. Bolton suggests they develop a policy.

Selectman Lacasse moved, Selectman Osborne seconded that any excess fill, any fill or construction material from a town project be brought back to the Highway Department for processing and not given away to homes. Passed 5-0-0

Mrs. Bolton mentioned the Board wanting to get goals set. Chairman Clow wants to follow through with the process. Mrs. Bolton will contact Primex to see how long the meeting would need to be and then schedule the meeting.

CORRESPONDENCE – The Board of Selectman received a letter from the Weare Fire Fighters Association, requesting permission to hold a bonfire on October 30, 2009 at the Transfer Station. The Board discussed the bonfire would be fine with them as long as Mr. Carl Knapp does not have an issue with it.

Vice Chairman Butt asked about the Police Union Contract and the need to appoint two Selectmen. Chairman Clow said last year the team was made up of four members. Vice Chairman Butt would like to be on the Police Contract Negotiation Team.

Selectman Lacasse moved, Selectman Donison seconded to appoint Vice Chairman Butt and Chairman Clow make up the BOS portion of the Police Contract Negotiating Team. Passed 5-0-0

BUDGETING PROCESS – Chairman Clow said last year they had planned to have department heads work out the kinks in their budget with the Town Administrator, the plan did not work. Chairman Clow asked the BOS if they want to set up a process in which the budget goes through the Town Administrator this year. Vice Chairman Butt feels they should have department heads put a budget together based on what they think they need, unbound and unrestricted, just what they think they need to maintain current level of service and have it reviewed by the Town Administrator.

Chairman Clow said they were lucky this year in regards to fuel prices, projecting higher than the actual cost has allowed movement in funds to other lines.

Selectman Lacasse does not have any problem with department heads putting together unrestrained budgets and then having the BOS go through the budget and ask questions. Selectman Lacasse asked if they were to use the default as the current level of service then what is the proposed. Selectman Lacasse said as long as they are honest with what the budget represents, he does not think it is a lack of trust from the voters, it is a financial choice for voters. Vice Chairman Butt said they would say that voting for the default budget would cut services at the Police Department. Selectman Lacasse said they need to say that this is what could be cut if the proposed budget does not pass and they have a default budget. Vice Chairman Butt said the proposed budget provides

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additional services. Chairman Clow said it would have to be defined. Chairman Clow said for town employees it has meant no increase in salary. Selectman Donison said they do need to give the departments direction for salary increases. Vice Chairman Butt said they need to determine if people are being paid appropriately for the particular position they hold. Selectman Lacasse said there is nothing preventing the BOS from putting those items in the budget now.

Chairman Clow said they need to discuss the process and asked the Board if the department heads should first submit their budgets through the Town Administrator. He asked if they are giving the TA any veto authority in going through a department's budget and have any increases be justified before coming before the Board.

Vice Chairman Butt feels wage increases should be in the proposed budget or be in a separate warrant article.

Vice Chairman Butt said to have department heads put their proposed budgets together without basing their budget on what they think will pass, but based on what they need. Selectman Lacasse would like to see what department heads come up with for wage increases. Chairman Clow said there are some positions where a percentage would not apply.

It was discussed public hearings need to be held for the budget and all budgets need to be done two weeks prior. Selectman Donison said they need to put together a schedule.

The Board discussed all departments should have their budgets in within four weeks. The Board will hold a Budget Workshop on the first Monday in November. Chairman Clow said it is not an efficient use of time for the BOS to go through every line of a department's budget. It was discussed department heads should go through Mrs. Bolton for the first round. Vice Chairman Butt said he is concerned with setting the tax rate with the possibility of the shortfall in revenue from the state and the need to have to increase the tax rate. Vice Chairman Butt asked if they considered that if there is a decrease in revenue will they take it out of the budget to not have an increase. Chairman Clow said the Special Warrant Articles not passing will affect the tax rate.

Vice Chairman Butt said they are going to work on two defaults, one based on service and one based on cost.

Vice Chairman Butt does not want to appoint anyone to the Finance Committee.

Chairman Clow moved, Selectman Lacasse seconded to enter into non public session @ 9:51 p.m. pursuant to the authority granted in RSA 91-A:3II (a&c). A roll call vote was taken, Vice Chairman Butt – yes; Selectman Osborne – yes; Selectman Donison – yes; Selectman Lacasse – yes; Chairman Clow – yes. Passed 5-0-0

Chairman Clow moved, Selectman Lacasse seconded to come out of non public session @ 10:00 p.m. A roll call vote was taken, Vice Chairman Butt – yes; Selectman Osborne – yes; Selectman Donison – yes; Selectman Lacasse – yes; Chairman Clow – yes. Passed 5-0-0

Selectman Donison moved, Chairman Clow seconded to seal and restrict the minutes of the non public session. Passed 5-0-0

ADJOURNMENT

A True Record.

Cherry Palmisano, Recording Secretary